Process	***High-Level Business Unit Definition***
Process Number	***GL – 059***

Description of Process

A Business Unit is an organization or a subset of an organization that is independent with regard to one or more accounting or operational functions. A Business Unit determines the following processes in PeopleSoft:

- Journals are entered, approved, and maintained by Business Unit

- Background processing is requested by Business Unit at the highest level

- Reports are requested by Business Unit

- Chart Field Values *can* differ by Business Unit

- InterUnit journal transactions are created by Business Unit

- Journal entry error and approval processing *can be* defined by Business Unit

- There is a General Ledger base currency for each Business Unit

- TableSet sharing is specified by Business Unit

- Security *can be* enforced by Business Unit

Business units can be created for a variety of reasons, such as a realignment of agencies, a new legislative initiative, or any other need to create a separate accounting entity. The State of Georgia has decided to implement each agency as a separate business unit. Every time a transaction is entered into a PeopleSoft application, a Business Unit must be included. No transaction can be saved without identifying the Business Unit. Business Units are initially created as part of the General Ledger definition panel group. Once they are created, several additional setup steps must be completed in order for the business unit to have the ability to process transactions. Among these include:

- Adjusting TableSet Controls
- Establishing Ledger Templates
- Creating Detail Ledgers
- Creating Detail Ledger Groups
- Creating Detail Calendars

- Establishing Ledgers for a Unit
- Creating Journal Sources
- Adding Country and State Codes (if necessary)
- Establishing TimeSpans (if necessary)
- Setting up ChartFields and related items
- Creating Units of Measure and Statistics Codes
- Creating Schedules
- Creating Closing Definitions
- Setting Up Allocations

Input to Process

Business Unit Change Form is written up, signed, assigned an identifier and approved. The Business Unit is then entered into PeopleSoft.

Output of Process

Fully functional Business unit that is ready to receive transactions.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Various	Various

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Establish your General Ledger Definition Using the steps in GL- 040 "Creating Business Units," define the general ledger for your business units. Among the options you will need to establish are: • InterUnit Offsets and Consolidations • Journal Options • Currency Options • Approval Options • Budget Offset Options	Centralized
Step 2: Adjust the TableSet Controls, as necessary Using the steps in GL- 050 "Maintaining TableSet Controls," select the tableset sharing appropriate for your business unit. TableSets represent a series of related record groups that enable you to define multiple processing control structures, allowing each operating entity to work in a way that reflects the way it does business. More importantly, TableSets provide a means with which you can share data among different business units, thereby eliminating duplicate information and adding efficiency to your system. TableSet Tree Controls work in a similar fashion, allowing trees to be shared among business units. Trees can be created, however for exclusive use of a particular business unit. The State of Georgia will be using a total of seventy (70) SetID's composed of the following: Individual Agencies (68) - These SetIDs will be used for information that uniquely applies to a particular business unit STATE (1) - This SetID will be used for shared values among business units MODEL (1) - This SetID will be used for shared values among business units You may refer to the following document for the tables that are shared among business units. \\DOAS_COMMONS_01\VOL1\DATA\COMMONS\PDocs\Financials\GL-General Ledger\Oracle Setup\TblSetCntls_Oracle.xls	Centralized

Step 3: Establish a Ledger Template	Centralized
In order to create ledgers for your business, you must base them upon a ledger template, which provides the underlying structure for your ledger. The Ledger Template identifies the records and fields that PeopleSoft General Ledger uses to update and report on ledgers. A set of default values for ledgers is delivered with PeopleSoft General Ledger. You can change these values if you customize your system or have multiple sets of ChartFields. The default records and fields support the ChartFields delivered with the system. The template is not keyed by SetID. The State of Georgia will be utilizing the delivered Detail Ledger templates: • BD Projects Detail Ledger • Controlled Budget Detail Ledger • Project Detail Ledger • Standard Detail Ledger • Standard Budget Detail Ledger *(No BPF has been created for this topic at this point)*	

	Centralized
Step 4: Create a Detail Ledger Using the steps in GL – 046 "Creating Detail Ledgers" create a detail ledger for your business unit. Detail Ledgers require the user to enter identifying information for the detail ledger, assign a ledger template upon which the detail ledger will be based, and select the ChartFields upon which the ledger is required to balance. You can balance the journals generated to a detail ledger by up to six ChartFields, not including the default ChartFields – Business Unit and Currency Code. The State of Georgia has chosen to balance by Business Unit, Fund and Program. The State of Georgia will set up the following detail ledgers: ACTUALS – Detail Actuals Ledger. This is the state budgetary accounting ledger. Purchase Orders and Contracts are expensed at year-end. Budget Year is used to track surplus transactions. GAAPACTUAL – Actuals Ledger. Purchase Orders and Contracts are not expensed at year-end but remain as encumbrances. GFAAG – General Fixed Asset Account Group. Fixed assets used in governmental fund operations – may include land, land improvements, buildings, vehicles and equipment. GLTDAG – General Long-Term Debt Account Group. Used to report the non-current portion of certain governmental long-term liabilities, such as general obligation bond debt, claims and judgments compensated absences and capital leases. FEDSACTUAL – Feds Actual Ledger. Similar to GAAPACTUAL except revenues and expenses are not closed at year-end. Used for Federal reporting requirements of applicable agencies. Not all agencies have a FEDS ledger. ALLOT – Allotment Budget Ledger. This is the controlled budget ledger that will store the Appropriation Budget in quarterly segments. APPROP – Appropriation Budget Ledger. This is the controlled budget ledger that will be used to store the Annual Operating Budget at the highest level. BD_ACTUALS – Budget Actual Ledger. This is the standard budget copy of the actual ledger, rolled up to the expense analysis level. CONTROL – Control Budget. This is the standard budget ledger, which holds the scenarios, which are used as the source for all controlled budget creation, adjustment and several balancing reports FORECAST – Forecast Ledger. This is the standard budget ledger that holds monthly-based scenarios, primarily for estimating future expenditures. ORG – Organization Budget Ledger. This is the controlled budget ledger that will store budget data at a lower level of detail than the Appropriation Ledger, in quarterly segments. PROJ_GRT – Project Grant Budget Ledger. This is the ledger that will store budget data specifically for a project.	

REVEST – Revenue Estimate Budget Ledger. This is the controlled budget ledger that tracks revenues recognized and cash collected against estimated revenue.	Centralized
Step 5: Create a Detail Ledger Group Using the steps in GL – 047 "Creating a Detail Ledger Group," create a ledger group for your business unit. Ledger groups provide the functionality for managing multibook transactions that must post to all or some ledgers within a group. This process requires you to identify group attributes, such as a ledger template and a ledger group type, as well as Keep Ledgers in Sync, which determines whether journal entries will post to all ledgers in the group. In addition, you will need to identify which ledgers you will include in the group, as well as their respective currency configurations. The State of Georgia will set up two Actuals ledgers, one for Budget Basis entries (ACTUALS) which will be the main default ledger and ledger group, and one for GAAP-compliant entries (GAAPACTUAL). The State of Georgia will not select the Keep Ledgers in Sync option in order to allow users to determine whether or not entries should go to all ledgers in the ACTUALS group or only to one ledger (for example GAAP adjustments). Additionally, some users will have access to enter journals to a FEDSACTUAL ledger used to capture FEDS file data.	Centralized

Step 6: Create a Detail Calendar	Centralized
Detail Calendars define the number of accounting periods in your fiscal year and the beginning and ending dates for each period. Moreover, they determine to which period within the fiscal year each transaction posts for different business unit and ledger group combinations. Each Business Unit can have as many calendars as needed based on year-end, month end, and reporting requirements.	
The Detail Calendar 1 panel enables you to set up an unlimited number of detail calendars to accommodate any combination of accounting periods you want. Among the selections you will be required to make include:	
• The number of Periods in a Year for the calendar	
• An End Date Default to tell the system to create periodic intervals with one of the following options:	
❑ Month	
❑ BiMonth	
❑ Quarterly	
❑ Day	
When you enter a period on the calendar, the system uses your default to populate the subsequent Begin Date and End Date values using monthly, bimonthly (2 months), quarterly (3 months), or daily increments. If you select None as the default, you must populate the dates yourself.	
• Description of this calendar	
• The Fiscal Year, each accounting Period in that year, and a Period Name and Abbrev for each period. ***Every day of the year must be included in a period; you may not leave gaps between period dates.***	
The State will define one monthly detail calendar called DT using the Business Unit SetID. These calendars will be established starting in fiscal year 1901 through 2020.	
Step 7: Establish the Ledgers For A Unit	Centralized
Using the steps in GL – 23 "Creating Ledgers for A Unit," create a Ledger for A Unit for your business unit. The Ledgers for a Unit panel group is used to define which summary and detail ledgers, ledger group, and calendar each general ledger business unit will use, which accounting periods are used, and a number of options specific to each ledger. For each detail ledger a business unit posts to, you specify whether it is a balanced ledger, the periods that are currently open for journal processing, the year to which any adjustments should be posted and the rules for handling journal processing, currency, and approval options. The panel cannot be used to remove ledgers if journal entries have been posted for that business unit.	

Step 8: Create Journal Sources The journal source identifies the origin of a journal entry and can define any special journal entry error handling options. A journal source can also associate journal entries with a type of transaction or a group of transactions. Sources could include individuals who enter journals, departments, or subsystems that generate transactions. Using the steps in GL – 022 "Creating Journal Sources", create the necessary journal sources for your business unit. Sources are set up at the STATE SetID and will consist of the following: • MAN – Manual online journals (transactions are generated for ACTUALS, GAAPACTUAL, and FEDSACTUAL ledgers). • GAP – GAAP journals to GAAPACTUAL ledger only. • FED – FEDS journals to FEDSACTUAL ledger only.	Centralized

Step 9: Add Country and State Codes, as applicable
 	
Enter any new country or state codes necessary for processing or tracking transactions. These can be found using the following Navigation:
 	
Go
 	
   Define General Options
 	
      Use A-D (Use R-Z)
 	
         Country (State)
 	
To add a country, you will need to provide a maximum three (3) digit identifier, a description, a short description, and a two (2) character country code. To add a State, supply a related country, a four (4) digit identifier and a description.
	Centralized

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Step 10: Establish TimeSpans, as necessary	Centralized
TimeSpans let you easily select and retrieve ledger balances for use in allocations, inquiries, and PS/nVision reporting. The TimeSpan controls the number of periods for which data is extracted from the ledger table and summarized.	
Typical TimeSpans provided with PeopleSoft General Ledger include:	
PER Retrieves only activity for the period selected.	
YTD Includes year-to-date amounts for the items selected.	
BAL Retrieves life-to-date amounts (balance forward amounts) for balance sheet accounts.	
PeopleSoft General Ledger uses the Calendar to validate Absolute periods and years that you enter for a TimeSpan. These periods and years must exist on the Calendar that you specify on this panel. Balance Forward amounts and Adjustments are each stored in special calendar periods; therefore, they must be retrieved specifically in TimeSpans. Balance Forward amounts are stored in Period 0, while Adjustments are stored in Period 998.	
The State of Georgia has elected to use the delivered set of TimeSpans, which have been copied to the STATE SetID and modified to have a Detail Calendar of DT.	
Step 11: Create the necessary Schedules to control standard journal processing	Centralized
Using the steps defined in GL – 043 "Creating a Schedule", create the schedules you will need to control the frequency and timing of your journal processing. Creating a schedule requires the user to provide identifying information for the schedule in the form of a name and description, as well as a schedule definition, including the dates, times, and frequencies with which the schedule will be applied. You can define a multitude of daily, weekly, monthly, annual, and user defined schedules for recurring transactions such as standard journal entries, closing schedules, etc. Schedules have been created under the STATE SetID so they can be accessed and used by all business units. The State of Georgia has established the following schedules:	
MONTHEND – This schedule is set up for *monthly* processing on the last day of every month.	
QUARTERLY – This schedule is set up for *quarterly* processing (March, June, September, and December) on the last day of the month.	

Step 12: Set up ChartFields and related items	Centralized
ChartFields are the entities that serve as the basis for your Chart of Accounts (referred to as Account List at the State of Georgia), which is the backbone of your PeopleSoft accounting system. It is through the ChartFields that users will define their transactions so that they can be reported on in a meaningful way. using the following business processes, you will need to establish your ChartFields • Account - Refer to GL - 24 "Creating Accounts." Prior to Creating an account, you will need to create an account type. See GL - 058 "Creating Account Type" • Fund - Refer to GL - 27 "Creating Funds" • Organization – Refer to GL - 37 "Creating Organizations" • Program - Refer to GL - 34 "Creating Programs" • Sub-Classification - Refer to GL – 31 "Creating Sub-Classifications" • Budget Year - Refer to BD - 03 "Creating a Budget Year" • Project/Grant - Refer to GL - 28 "Creating Projects/Grants" • Statistic Codes - Refer to GL - 87 "Creating Statistic Codes" Additionally, you will need to refer to GL - 041 "Creating Units of Measure"	
Step 13: Closing Definitions	Centralized
Step 14: Allocations	Centralized

Forms Used with Process (#)

**Attach sample form(s) \\DOAS_COMMONS_01\VOL1\DATA\COMMONS\PDocs\Financials\Technical\Table Copies\PS 7 Setup Tables\GLTABLES.XLS

Process Flow Diagram (if appropriate):
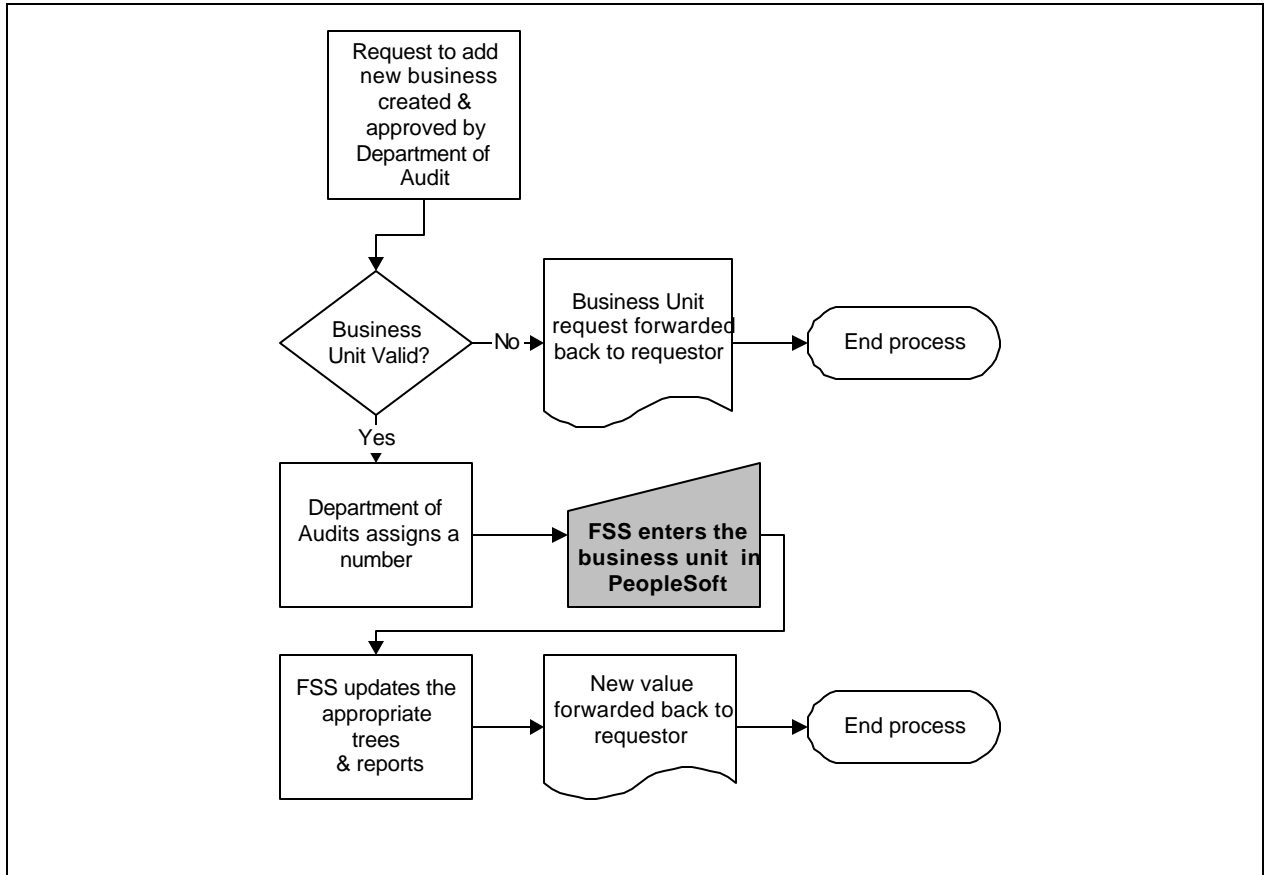
Process Signoff

Tested By
Date Tested